

# How to use the NPSTC Public Safety Calendar

Welcome to our revised Public Safety calendar. We hope the new features and functionality are helpful to you when tracking the activity of NPSTC's committees and working groups.

1. **Go to the NPSTC Home Page** and click on Public Safety Calendar:

NOTE: You can also bookmark this link in your browser: [npstc.org/calendar.jsp](http://npstc.org/calendar.jsp)

| NSPTC Public Safety                                            |            |                                                                                               |     |                                            |     |                                                            | Print | Week                       | Month | Agenda |
|----------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------|-----|--------------------------------------------|-----|------------------------------------------------------------|-------|----------------------------|-------|--------|
| Today                                                          | March 2014 | Sun                                                                                           | Mon | Tue                                        | Wed | Thu                                                        | Fri   | Sat                        | Mar 1 |        |
| 23                                                             | 24         | 25                                                                                            | 26  | 27                                         | 28  | 29                                                         | 30    | 31                         | Mar 1 |        |
| 2                                                              | 3          | 4                                                                                             | 5   | 6                                          | 7   | 8                                                          | 9     | 10                         | 11    |        |
| IACP 3rd Sub-Saharan Africa Executive Policing Conference 2014 |            | NASEMSO 2014 Mid-Year Meeting                                                                 |     | LTE Console Face to Face - Boulder - Barry |     | UTC Utilities Joint Use & Wireless Collocation Summit 2014 |       | 11am Public Safety Grade = |       |        |
| 12pm EMS Working Group -                                       |            | 12pm 4.9 GHz National Plan                                                                    |     |                                            |     |                                                            |       |                            |       |        |
| 9                                                              | 10         | 11                                                                                            | 12  | 13                                         | 14  | 15                                                         | 16    | 17                         | 18    |        |
|                                                                |            | National Emergency Management Association 2014 Annual Emergency Management & Leadership Forum |     |                                            |     | 11am PSG PSRT - Barry                                      |       | 1pm Spectrum Committee     |       |        |
| 16                                                             | 17         | 18                                                                                            | 19  | 20                                         | 21  | 22                                                         | 23    | 24                         | 25    |        |
| IAFC Wildland Urban Interface (WUI) Conference 2014            |            |                                                                                               |     | 11am Final PSG PSRT - Barry                |     | 11am Quarterly VTAG Meetin                                 |       |                            |       |        |

2. In the upper left hand corner of the calendar, you can select “Today”, use the arrow keys to move the date backward or forward and you can select a new month.



3. In the upper right hand corner of the calendar, you can select to see the current week, current month, or an agenda format. The calendar will display the month view by default.

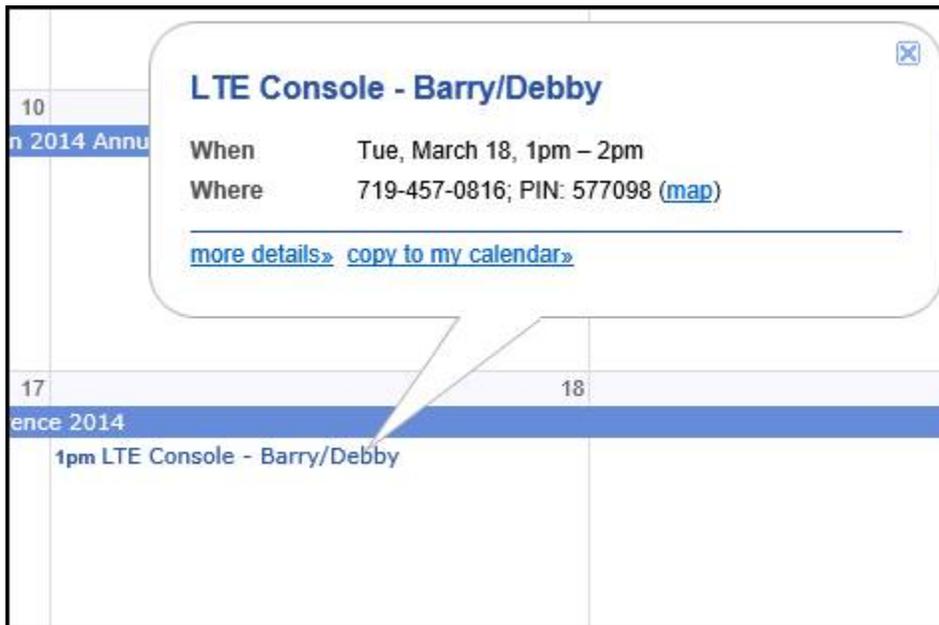


4. When you look at the calendar you will see individual calendar appointments. Note that all times are shown in the Eastern Time Zone, (unless you have programmed your calendar or browser to display a different time zone).

|                                                                |                                |                                            |
|----------------------------------------------------------------|--------------------------------|--------------------------------------------|
| 2                                                              | 3                              | 4                                          |
| IACP 3rd Sub-Saharan Africa Executive Policing Conference 2014 |                                |                                            |
|                                                                | NASEMSO 2014 Mid-Year Meeting  |                                            |
|                                                                | 12pm EMS Working Group - Barry | LTE Console Face to Face - Boulder - Barry |
|                                                                |                                | 12pm 4.9 GHz National Plan - Marilyn       |
| 9                                                              | 10                             | 11                                         |

5. If you click on any individual appointment, it will open up a details box which shows you the full information for the appointment. In this example, the LTE Console group is meeting on Tuesday, March 18th from 1:00 to 2:00 p.m. EST. Barry and Debby are the support staff who will be on the call. The conference line information is included. If this session used a Join.Me web share program, that link would be included also.

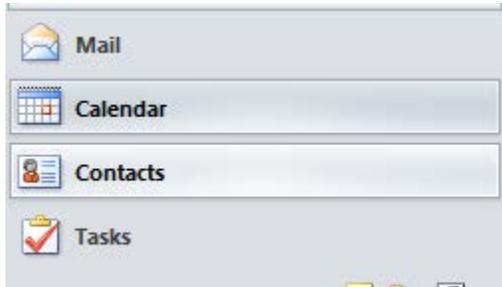
- The “copy to my calendar” button will only work if you have a Google calendar (see notes below about how to add this to your Outlook calendar or other calendar that will support the “.ics” format)
- The “more details” button will display the full information about the appointment.



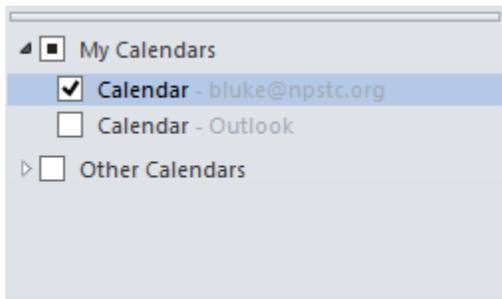
# How to integrate the NPSTC calendar into your Outlook Calendar

(this is for Outlook 2010, but these steps should be similar for all versions of Outlook)

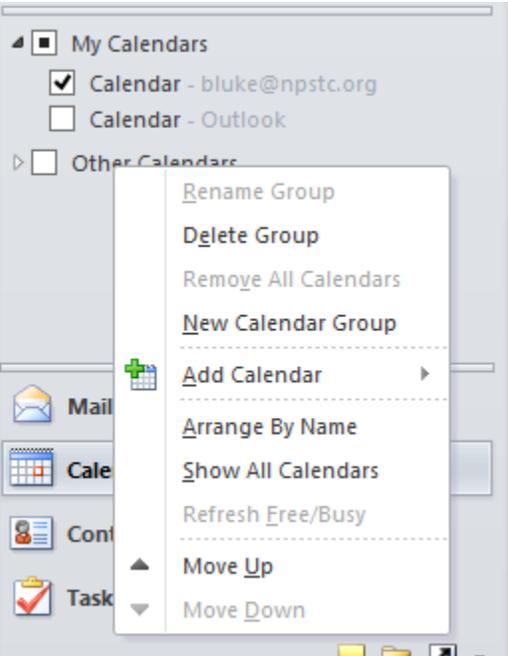
1. Open Outlook
2. Select CALENDAR view in the lower left hand corner of the application.



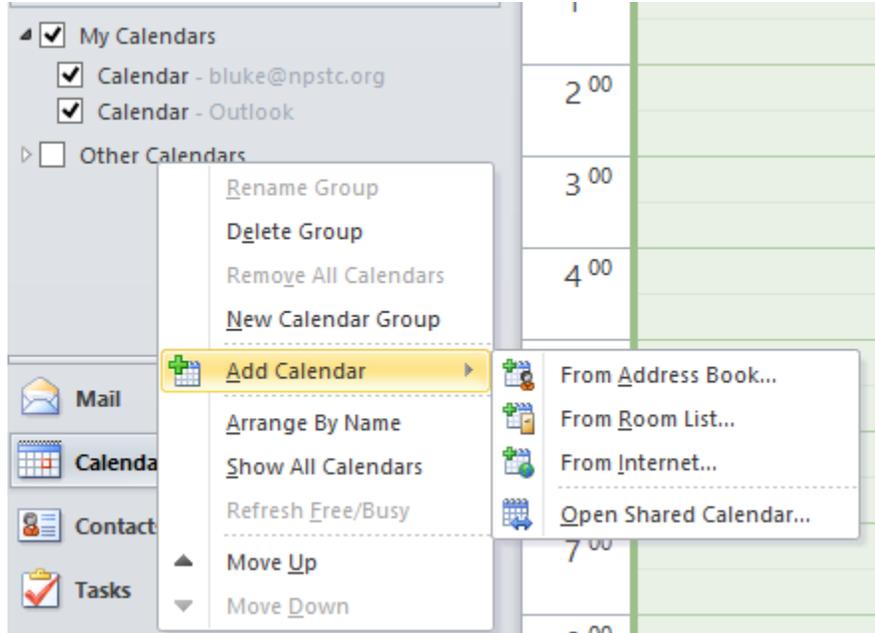
3. Look at the bottom left hand corner for your calendar list. It may look slightly different than the displayed image below.



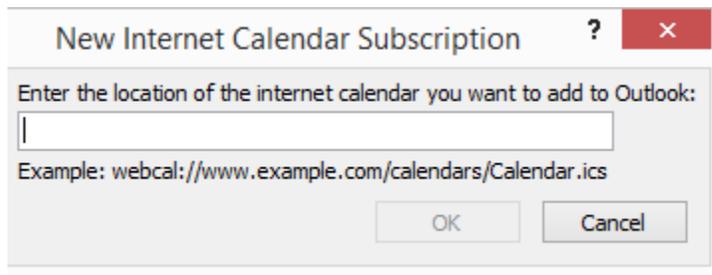
4. Right Click on “Other Calendars” to display the options listed below



5. Click on “Add Calendar” and then click on “From Internet”

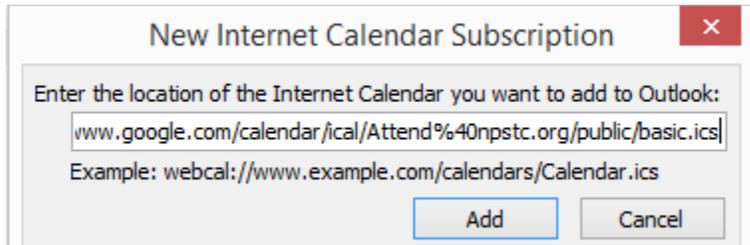


5. This window will open up.

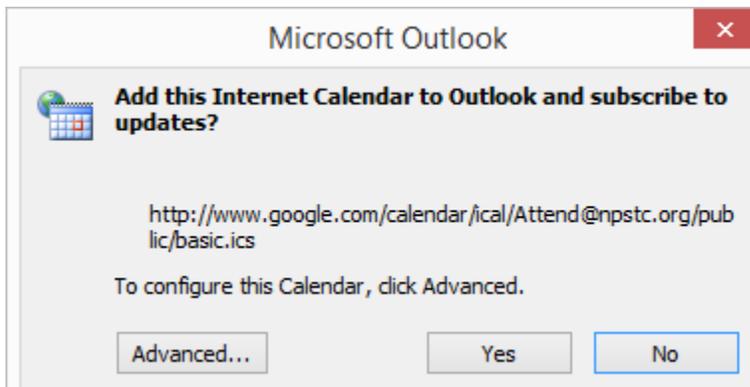


**6. Insert this ICAL link into the window and click ADD.**

<http://www.google.com/calendar/ical/Attend%40npstc.org/public/basic.ics>

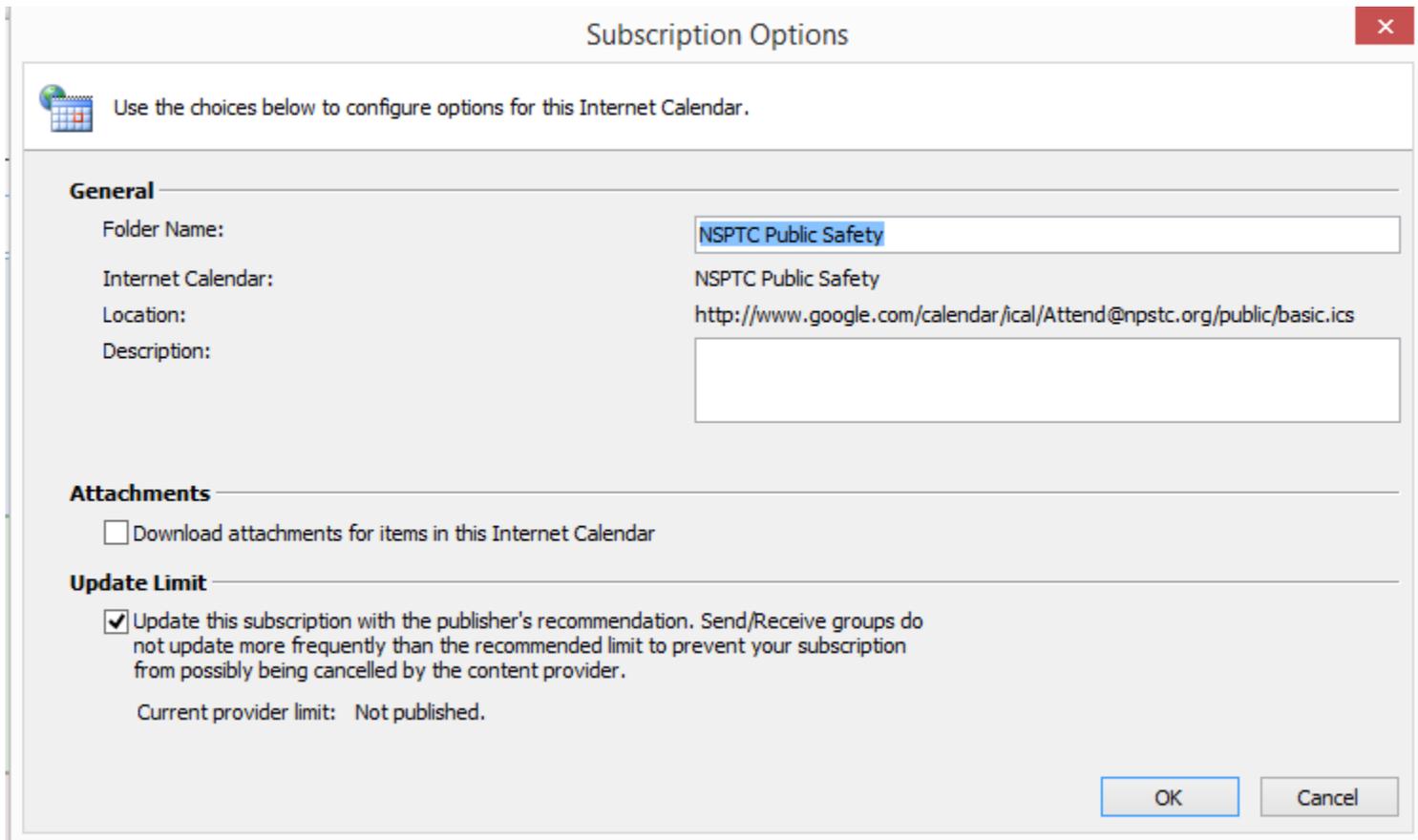


**7. This message will appear:**



**Option 1:** You can click **YES** and the calendar will integrate into your Outlook calendar as a separate calendar. You can toggle the NPSTC calendar off and on, and you display the NPSTC calendar either alongside your own calendar or full blend the NPSTC calendar and your own calendar. See examples below;

**Option 2:** You can click the “Advanced” button and this window will open up, allowing you to provide your own name for this calendar and to check a box if you want attachments embedded in the calendar invitation to come over to your calendar.



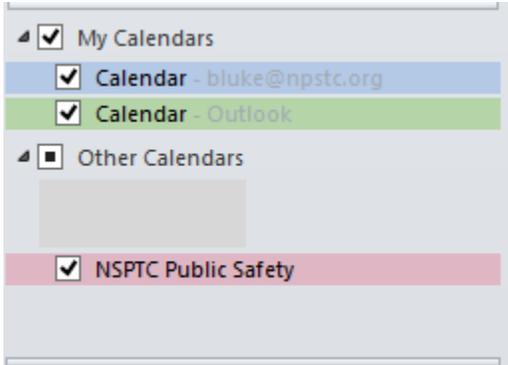
The image shows a dialog box titled "Subscription Options" with a close button (X) in the top right corner. Below the title bar, there is a small calendar icon and the text: "Use the choices below to configure options for this Internet Calendar."

The dialog is divided into three sections:

- General:** This section contains four fields:
  - Folder Name:** A text box containing "NSPTC Public Safety".
  - Internet Calendar:** A text box containing "NSPTC Public Safety".
  - Location:** A text box containing the URL "http://www.google.com/calendar/ical/Attend@npstc.org/public/basic.ics".
  - Description:** An empty text box.
- Attachments:** This section contains a single checkbox labeled "Download attachments for items in this Internet Calendar", which is currently unchecked.
- Update Limit:** This section contains a checked checkbox with the text: "Update this subscription with the publisher's recommendation. Send/Receive groups do not update more frequently than the recommended limit to prevent your subscription from possibly being cancelled by the content provider." Below this, it says "Current provider limit: Not published."

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

8. Go back to your calendar list and make sure you have a check box in the “NPSTC Public Safety Calendar” box; in order for this calendar to display.



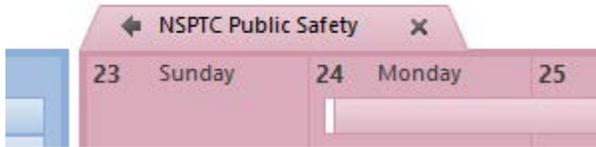
9. There are several ways to display the NPSTC calendar in Outlook:

A) NPSTC calendar “side by side” with your own calendar. In the example below, my personal calendar is on the left and the NPSTC calendar is on the right.

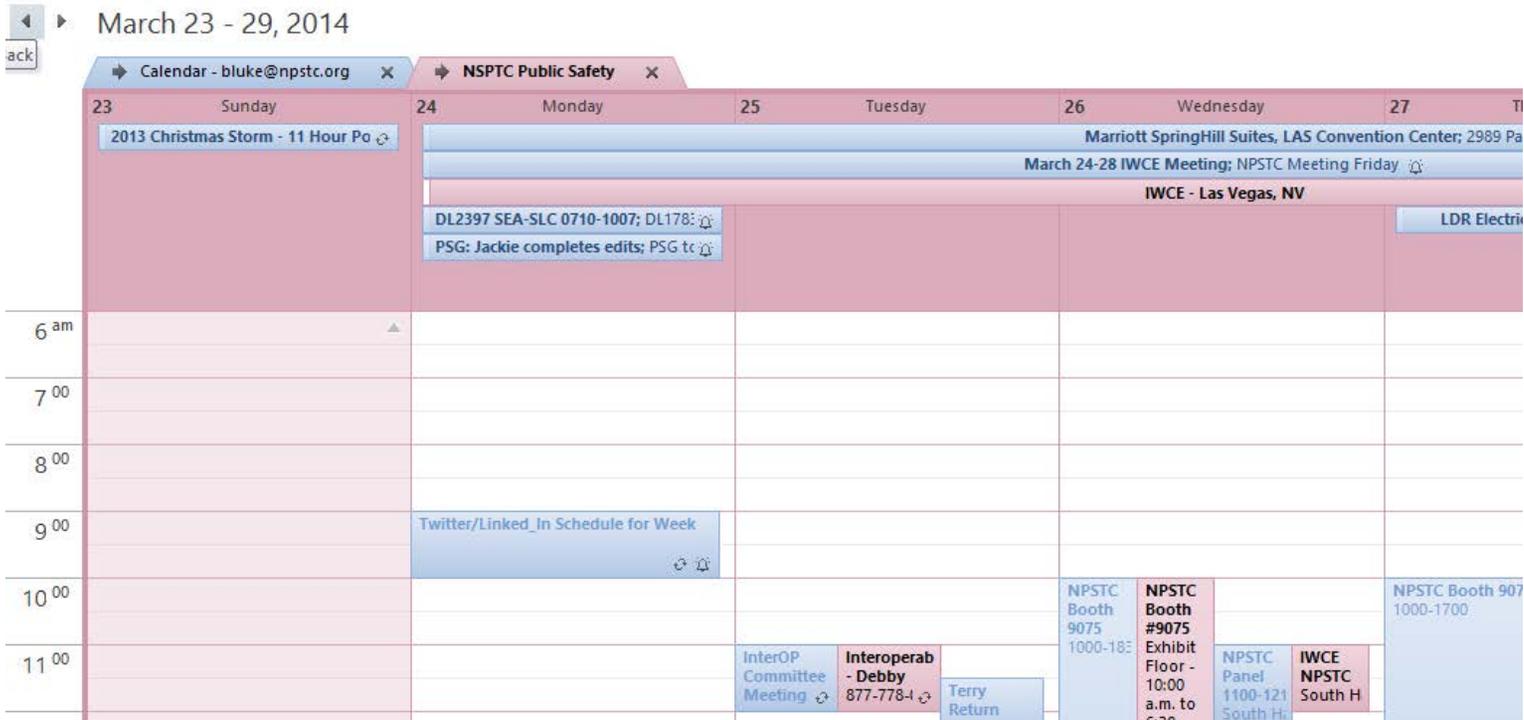
If I want to add a NPSTC calendar item to my calendar, I can “click and drag” the NPSTC calendar item over to the left side and drop it into my calendar. The appointment is now “my appointment”. If this is a recurring appointment, it will copy to my calendar.



**B) NPSTC Calendar overlay with your own calendar.** At the top of the NPSTC calendar tab, you can click on the left arrow button to move the NPSTC calendar into Overlay mode:



**You will now see the blended calendar (shown below),** where your own calendar is in one color (mine is blue) and the NSPTC calendar will be in a different color (in this example the NPSTC calendar is salmon). You can always reverse this by clicking on the "right arrow" in either tab at the top of the calendar.



**(END)**